

**CONTRA COSTA COLLEGE  
Management Council Minutes**

**Date:** Thursday, September 22, 2016

**Time:** 2:00 – 4:00 p.m.

**Location:** Fireside Hall

**Present:** Tammeil Gilkerson, Karl Debro, Sara Marcellino, Jason Berner, Mariles Magalong, Evan Decker, James Eyestone, Lt. Tom Holt, Sue Abe, Dennis Franco, Donna Floyd, James Eyestone, Ghada Al-Masri, John Wade, Catherine Frost, Monica Rodriguez, Bruce King, Mayra Padilla, Kelly Schelin, John Wade, Michael Peterson (taking notes).

ITEM	DISCUSSION	ACTION ITEMS
1. Review of August 25, 2016, minutes	Minutes were agreed upon with minor modifications.	Michael to modify minutes.
2. Athletics Department Presentation (20 min. presentation / 10 min. discussion and Q&A)	<p>John Wade showed a video to Management Council on the Athletics Department and distributed glossy brochure and an Athletics Department fact sheet.</p> <p>Mr. Wade informed MC that the video was still in process of being edited, etc., for length/content.</p>	
3. Book Affordability	<p>Catherine Frost told the story of a struggling student, who, due to the cost of books, was unable to continue her studies at CCC.</p> <p>Tammeil Gilkerson met with CCC librarians about book access for students. There are plans to do workshops in the spring to introduce faculty to Online Educational Resources.</p> <p>Mayra Padilla informed MC that equity discussions around open-source books had been ongoing.</p>	<p>Tammeil to send out Nooshi Boorhan's resources from the Basic Skills committee.</p>
4. Classified of the Year <i>10 min.</i>	<p>Mayra Padilla discussed the classified award and suggested the following:</p> <ul style="list-style-type: none"> <li>• That the award be offered annually, not every semester</li> <li>• New way that the award is given: lunch with president, new award wall somewhere on campus, social media recognition.</li> <li>• Develop new criteria/rubric for the award via a new subcommittee:               <ul style="list-style-type: none"> <li>○ Mayra, Karl, Monica, and Ghada.</li> </ul> </li> </ul> <p>Tammeil asked whether or not the award might be voted upon by the entire college, not just MC.</p>	<p>Mayra to speak to Maritza Guerrero about the Armendarez award rubric</p> <p>Subcommittee to meet and develop recommendations for a rubric.</p>

<p>5. STEM Center <i>10 min.</i></p>	<p>Mayra informed MC that the STEM grant is finishing its fifth year of funding on 9/30, but a request for extension has been made.</p> <p>PS 107/109 are being transformed into a STEM Center. Renovations to be completed in late January, with a community event being planned for February.</p>	<p>Mayra to keep MC informed about developments.</p>
<p>6. Equity Projects Updates <i>10 min.</i></p>	<p>Mayra discussed equity project updates, and between the differences of equality and equity (opportunities to create nuanced services for nuanced support). She suggested:</p> <ul style="list-style-type: none"> <li>• A 4-5 hour training for Managers on equity.</li> <li>• We are often working on equity in silos</li> <li>• Make equity issues a standing item of business in Management Council.</li> </ul> <p>Monica Rodriguez suggested being given more access to data to help identify students who might need extra support beyond those who self-identify as needing support. Emergency funds for student needs.</p> <p>Sara Marcellino shared her fundraising efforts for a wrap-around fund to address emergency situations (rent, books, etc.) Policy being developed now on how best to disburse those funds.</p> <p>Tammeil recommended Developing a list of all the current professional development opportunities related to equity that managers could also participate in.on campus and their parameters.</p>	<p>Mayra to return to MC next month with concrete recommendations for a professional development event.</p>
<p>7. Negotiations Updates (standing item)</p>	<p><i>Local 1 (Mariles): Two items in negotiations:</i></p> <ol style="list-style-type: none"> <li>1. Longevity pay</li> <li>2. Classified employee evaluation.</li> </ol> <p>Tammeil recognized two managers for being acknowledged by Local 1 for their support of classified: Ghada Al-Masri and Catherine Frost. One example is that Catherine makes sure to introduce all new classified employees to Patty Herrera when they are being onboarded.</p>	

	<p><i>United Faculty (Tammeil):</i>  Negotiations have not begun, but will be commencing soon.</p> <ol style="list-style-type: none"> <li>1. Program leads</li> <li>2. Lab load</li> <li>3. Pay for non-credit classes.</li> </ol>	
<p>8. Facilities Update  (standing item)  <i>5 min.</i></p>	<p>Mariles reported on:</p> <ul style="list-style-type: none"> <li>• Panic buttons/speakers being installed in classrooms.</li> <li>• Art Building upgrades using State scheduled maintenance funds: painting walls, new flooring.</li> <li>• Look at ADA solution for the closure of the LA building and access to 1<sup>st</sup> floor of the HS building: <ul style="list-style-type: none"> <li>○ Elevator</li> <li>○ Restrooms</li> </ul> </li> </ul>	<p>Deans to report on their faculty members preferences for where in the room they would be best installed.</p>
<p>9. Budget Update  (standing item)  <i>5 min.</i></p>	<p>Mariles reported:</p> <ul style="list-style-type: none"> <li>• Available institutional equipment funds at around \$428,000. Applications due on Oct. 31.</li> <li>• The Budget Committee recommends the suspension of budget augmentation applications this year. Operating budgets for 2016-17 will be rolled into 2017-18.</li> </ul>	
<p>10. Other Items?</p>	<p>Tammeil: The non-discrimination statement must be printed on all College publications. The ADA statement must also be printed on event publications.</p>	<p>Michael to ask Lorena to add NDA/ADA item to the Operations Council agenda.</p>
<p><b>11. Next Meeting:  October 27, 2016</b></p>		